



## OHCDs, contracting, and admin fee clarifications for FY2016

To be an OHCDs, a provider must deliver at least ONE Medicaid service directly using their own employees. **A provider must be designated as an OHCDs in order to use any community or generic providers who do not contract with DDP to purchase allowable goods and services authorized in a person's plan of care, and when subcontracting services.** This includes IGS, Modifications, Transportation, and Equipment purchases, for example. (see list below)

All OHCDs purchases do not require a subcontract, however. A pure vendor purchase from Wal-Mart or an online purchase, for example, does not require a subcontract. Services such as Environmental Modifications, Adaptive Equipment, and Remote Monitoring, will all likely require a subcontract.

If OHCDs is NOT marked on a provider contract, the provider can only deliver a service using their own employee and will not be allowed to subcontract or make purchases for an individual (goods, services, equipment, etc.). Additionally, if OHCDs is **not** marked in the contract a provider **will not be allowed to invoice for the Admin/Processing fee**. On the flip side, marking OHCDs does not obligate a provider to charge an Admin/Processing fee.



Unless a provider delivers the following using their own employees, the below list of **Services MUST be provided via OHCDs designation in contract** (EXCEPT when self-directed as Employer Authority):

- \*Adult Foster Support
- \*Personal Care (if not using own employees)
- \*Homemaker (if using cleaning company or other situation not using own employees)
- \*Respite OTHER (if using daycare or other situation not using own employees)
- \*Caregiver Trng Support OTHER
- \*Individual Goods and Services
- \*Remote Monitoring (both)
- \*Adaptive Equipment/Environmental Mods
- \*Meal Services (when not provided directly by a contracted provider and it's subcontracted)
- \*PERS
- \*Assisted Living
- \*Behavioral Support Services (if not using own employees)
- \*Transportation (for mileage reimbursement situations and bus/taxi reimbursements)
- \*Private Duty Nursing (if not using own employees)
- \*Psychological Services (if not using own employees)

- \*Physical Therapy (if not using own employees)
- \*Occupational Therapy (if not using own employees)
- \*Speech Therapy (if not using own employees)
- \*Nutritionist Services (if not using own employees)

*Many of these will also require a subcontract.*

Services where a **provider is allowed to invoice the Admin/Processing Fee service line** when providing the service as an OHCDs via Traditional service delivery or Agency with Choice:

- \*Personal Care (if not using own employees)
- \*Homemaker (if using cleaning company or other situation not using own employees)
- \*Respite Other (if using daycare or other situation not using own employees)
- \*Caregiver Trng Support Other
- \*Individual Goods and Services
- \*Adaptive Equipment/Environmental Mods
- \*Meal Services (when not provided directly by a contracted provider and it's subcontracted)
- \*PERS
- \*Behavioral Support Services (if not using own employees)
- \*Transportation (for bus/taxi reimbursements – NOT Mileage)
- \*Private Duty Nursing (if not using own employees)
- \*Psychological Services (if not using own employees)
- \*Physical Therapy (if not using own employees)
- \*Occupational Therapy (if not using own employees)
- \*Speech Therapy (if not using own employees)
- \*Nutritionist Services (if not using own employees)



Services where any **admin/processing must be negotiated within the rate** and charging to the Admin/Processing service line is not allowed:

- \*Adult Foster
  - \*Remote Monitoring (both)
  - \*Assisted Living
  - \*Transportation mileage reimbursement
  - \*All Agency with Choice services where rates are applicable
- (a provider still needs to be an OHCDs to deliver/coordinate these services)*

Examples of services that require OHCDs, but *may not* require a subcontract:

Vendor purchases from retail stores or on-line

Memberships

Mileage reimbursement

Classes/tuition

Fees

*(no formal subcontract does not eliminate the responsibility to make sure the waiver standards for the service are met)*

**Expectations of the OHCDs are described in the contract language.**